

Role Profile

Part A - Grade & Structure Information

Job Family Code	8RT	Role Title	PDP Asst Engineer (Road Safety)
Grade	PS8	Reports to (role title)	Safety Engineering Team Leader
		Directorate	Environment & Infrastructure
JE Band	269-313	Service	Place Development Service Strategic Transport Group
		Team	Road Safety & Active Travel Team /Safety Engineering Team
		Date Role Profile created	Jun-17

Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

Role Purpose including key outputs	<p>This role will undertake collision hotspot analysis and investigation leading to the development and commissioning of highway improvement schemes to reduce road casualties.</p> <p>The postholder will undertake road safety audits of highway improvement schemes and commission the maintenance of road safety related highway infrastructure such as vehicle activated signs and school flashing wig wags. This will require a close working relationship with police and local highways colleagues with whom speed management plans are also developed to identify and tackle the worst speeding problem sites.</p> <p>Other duties will be to check and analyse the history of collisions at sites where there has been a fatal collision, to assist in investigation of opportunities to improve signing to reduce bridge strikes by overheight vehicles, to advise on opportunities to improve highway infrastructure outside schools to improve road safety and promote walking and cycling, and to complete annual assessments of school crossing patrols.</p>
Work Context	<p>The aim of the Road Safety and Active Travel Team is to reduce road casualties, reduce anti-social driving and promote more walking and cycling. This will be achieved through highway safety engineering and infrastructure improvements, working with the police on the enforcement of road traffic law (particularly using safety cameras), and education, training and promotional campaigns to improve pedestrian and cycling skills and improved road user behaviour. The provision of most pedestrian and cycle training and a large part of the promotion of active travel is via schools.</p> <p>The team works closely with a range of other teams in the council's Environment and Infrastructure Directorate including Highways, Transport Policy, Major Schemes, Education, Passenger Transport and Transport Development Control. The team also regularly responds to queries from county council members and schools and also works with District and Borough colleagues, members and parish councils. A key partner is the police with whom a range of road safety initiatives and campaigns are commissioned jointly.</p> <p>The post is based at County Hall, Kingston upon Thames, and the post holder is required to travel around the county to visit highway sites, and meetings at various offices and attend evening meetings, so the post holder will require a valid driving licence and a willingness to travel. There may be occasional conferences to attend elsewhere in the country.</p>
Line management responsibility if applicable	No line management responsibility
Budget responsibility if applicable	Indirect responsibility for commissioning road safety highway improvement schemes using central safety scheme budget (approx £200k). Indirect responsibility for utilisation of budget for maintenance of vehicle activated signs and school flashing signs (approx £20k)

<p>Representative Accountabilities Typical accountabilities in roles at this level in this job family</p>	<p>Planning & Organising</p> <ul style="list-style-type: none"> • Undertake and coordinate projects, feasibility studies and reviews in a defined area of activity to support and enhance service delivery. • Provide a range of specialist services advising and assisting customers in area of expertise, to maximise service quality, efficiency and continuity. • Plan and prioritise own work activities for the months ahead, to ensure operational efficiency. • Respond effectively to changing demands, adjusting priorities as needed. <p>Policy and Compliance</p> <ul style="list-style-type: none"> • Ensure personal and where appropriate team compliance with established protocols, procedures and practices. • Audit and monitor compliance of 3 parties with council requirements. <p>People & partnerships</p> <ul style="list-style-type: none"> • May manage staff, or supervise the work of others, allocating and prioritising work and managing performance to secure efficient service delivery. • Resolve issues/queries independently, recommend alternative solutions if unable to assist, and ensure efficient, day-to-day customer service is delivered. <p>Resources</p> <ul style="list-style-type: none"> • May be required to maintain specialist equipment, systems and software (or maintain knowledge of these in some roles) • May manage or assist with budget/resource management in accordance with the council policies and procedures. <p>Analysis, Reporting & Documentation</p> <ul style="list-style-type: none"> • Collate, store, record and analyse relevant data producing high quality reports, controlling data quality and integrity and recommending actions as appropriate. <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.</p>
<p>Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics</p>	<ul style="list-style-type: none"> • Educated to 'A' level, HND standard, or equivalent or able to evidence ability at an equivalent level. • May require a qualification relevant to the specific nature of the role. • Knowledge of relevant legislation, practices and policies applicable to specialist area. • For some roles a relevant degree may be required. • Excellent IT skills, including MS Office and database management systems. • Ability to undertake technical work relevant to the role. • Excellent written and oral communication skills with the ability to build sound relationships with customers. • Ability to apply specialist knowledge to respond to complex enquires from a range of stakeholders. • Previous experience processing, analysing and reporting data. • Previous practical experience in a relevant field. • Ability to manage a range of projects through to completion. • Effective interpersonal, influencing and negotiation skills. • Experience of leading a team (where appropriate).

Details of the specific qualifications and/or experience if required for the role in line with the above description	<ul style="list-style-type: none"> • Significant experience of road safety engineering, road safety audit or casualty data analysis. • Evidence of at least 2 CPD days in last 12 month period to satisfy requirements of HD19/15. • Attended at least 10 days formal training in casualty reduction / safety engineering. • Have conducted a minimum of 5 road safety audits in the last 24 months. • Member of CIHT SoRSA or equivalent. • Experience of working with Police, Local Government and other external bodies. • Willingness and ability to travel around the county to visit highway sites, and meetings at various offices and attend evening meetings and site visits. • The post holder will require a valid driving licence.
Role Summary	<p>Roles at this level may manage a straightforward operational activity or small team or provide specialist support services or they are at a graduate level of a professional discipline. They have in-depth knowledge of methods, systems and procedures and possess practical understanding in one or more technical or specialist disciplines. A thorough knowledge of their own area or discipline is required although overall supervision from a more experienced professional is available. They work collaboratively with customers, staff, partner organisations, agencies and/or contractors and play a major role in maintaining quality standards and/or engaging in project management.</p>
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